

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF MANAGEMENT AND TECHNOLOGY
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Section 10--Special Expense 5.0	EFFECTIVE DATE: 5/5/83
TITLE: Employee Tuition Reimbursement	REVISION DATE: 7/1/99
AUTHORIZED BY: Cheryl Thompson, Deputy Director	PAGE 1 OF 1

BACKGROUND

Department employees may be reimbursed for employee training costs consistent with the provisions of Chapter 238 of the *DHFS Supervisor's Manual*. The following procedures should be followed in order to standardize the process, follow correct purchasing guidelines and avoid problems in reimbursing employees. Should any of these procedures conflict with provisions of collective bargaining agreements, the provisions of the collective bargaining agreements shall prevail.

PROCEDURES

1. A purchase requisition indicating reimbursement to the employee should be prepared before the employee begins the training. The division may require the training to be on their annual training plan.
2. After the employee has completed the training or when the reimbursement requirements have been met, the request for reimbursement can be processed.
3. Detailed receipts or invoices indicating which courses were taken, level of course work; (ex undergraduate, post graduate, doctoral) and documentation that payment was made, must be included with the reimbursement request. If satisfactory completion of the course work is required before reimbursement, the employee must submit appropriate documentation with the reimbursement request.
4. Reimbursement will be made directly to the employee on a separate voucher and is not to be included on the employee's travel voucher or contingent voucher. See Section 12--Travel 1.4 for account code information.
5. These procedures apply only when an employee is to be reimbursed for costs. If the vendor is to be paid directly, a purchase order should be prepared to the vendor and payment processed in the usual manner.

REFERENCE

Chapter 238.2 and 238.3 of the *DHFS Supervisor's Manual*

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